Bureau of Labor Statistics Report on
Employment, Payroll, and Hours -- **Mining**

U.S. Department of Labor

This report is authorized by law 29 U.S.C. 2. Your cooperation is needed to make the results of this survey comprehensive, accurate, and timely. The Bureau of Labor Statistics and the State Agency collecting this information will use the information you provide for statistical purposes only and will hold the information in confidence to the full extent permitted by law.

Form Approved
O.M.B. No. 1220-0011

Report Number	Industry	We estimate that it will take an average of 7 minutes to complete this form each month including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing this information. If you have any comments regarding these estimates or any other aspect of this survey, send them to the Bureau of Labor Statistics, Division of Monthly Industry Employment Statistics (1220-0011), 2 Massachusetts Avenue, NE, Washington, DC 20212. Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

For Location:

Please retain for your records

Our information Number: **1-**

A. Contact person, in case of questions: **Title**   **Phone Number**   **FAX Number**
   Your Name

   E-mail Address

B. Please provide the number and location of establishments covered by this report.
   Number of establishments   City   County   State

C. Please check one: Production workers are paid: ☐ **each week**   ☐ **every 2 weeks**   ☐ **twice a month**   ☐ **once a month**
   ☐ **other, specify:** _____

D. Please complete columns 1-5 for the single pay period checked above which includes the 12th of the month. Detailed directions are on the back.

Reference Period Please report data **only** for the pay period that includes the 12th of the month	(1) All Employees: Report the number of paid employees who worked during or received pay for any part of the pay period that includes the 12th of the month	(2) Women Employees: Report the number of employees from column 1 who are women	(3) Production Workers: Report the number of employees from column 1 who are production workers	(4) Production Worker Payroll: Report the total production worker payroll, including overtime and excluding lump sum payments for the pay period that includes the 12th of the month **OMIT CENTS**	(5) Production Worker Hours Report the total production worker hours paid, including overtime, for the pay period that includes the 12th of the month **OMIT FRACTIONS**	(6) C o m m e n t C o d e	BLS Use Only LP
12=DEC				$ OMIT CENTS			
01=JAN				$ OMIT CENTS			
02=FEB				$ OMIT CENTS			
03=MAR				$ OMIT CENTS			
04=APR				$ OMIT CENTS			
05=MAY				$ OMIT CENTS			
06=JUN				$ OMIT CENTS			
07=JUL				$ OMIT CENTS			
08=AUG				$ OMIT CENTS			
09=SEP				$ OMIT CENTS			
10=OCT				$ OMIT CENTS			
11=NOV				$ OMIT CENTS			
12=DEC				$ OMIT CENTS			

E. Please report comments on significant changes in your employment, payroll, or hours on the back. Also list the corresponding comment code in column 6.

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For what time period should I complete this form?

Complete this form only for the **single** pay period checked in Part C (weekly, monthly, etc.) that includes the 12th day of the month. Payroll and hours (Part D, columns 4-6) should be reported for the entire pay period checked in Part C.

If your pay period is Monday through Friday, and the 12th falls on a Saturday, please report for the week of the 6th through the 12th. For a Monday-Friday payroll, when the 12th falls on a Sunday, report for the week of the 12th through the 18th.

Column 1   All Employees:
Enter the total number of persons who worked full- or part-time or received pay for any part of the pay period including the 12th of the month.

Include in "All Employees":

   * salaried officials of corporations
   * executives and their staff
   * persons on paid vacation
     persons on paid sick leave
     persons on other paid leave
     part-time employees
     trainees

> **COMMON REPORTING ADJUSTMENTS:**
> Please pay special attention to items marked with an asterisk (*).

Exclude from "All Employees":

    proprietors
    pensioners
    unpaid family workers
    partners of unincorporated firms
    persons on strike the entire pay period
   * persons on leave without pay the entire pay period
    armed forces personnel on active duty the entire pay period
    outside contractors and their employees

Column 2   Women Employees:
Enter the number of employees from column 1 who are women.

Column 3   Production Workers:
Enter the number of employees from column 1 who are production workers. "Production Workers" **includes** all workers engaged in such occupations as:

For coal mining, metal and non-metalic mining, and quarrying:

excavation	hauling	trucking
hoisting	ventilation	drainage
drilling	blasting	loading
crushing	processing	inspection
storage	handling	warehousing
shipping	maintenance	repair
janitorial	guard services	development
	recordkeeping related to production	
	auxiliary production for use in plant	

For crude petroleum, natural gas, or natural gasoline producers:

rigbuilding	drilling	flow-control
pumping	cleaning	processing
inspection	storage	handling
shipping	maintenance	repairs
janitorial	guard services	development
	recordkeeping related to production	
	auxiliary production for use in plant	

"Production workers" **also includes** working supervisors and group leaders who may be "in charge" of a group of employees, but whose supervisory functions are only incidental to their regular work. **Exclude** from "Production Workers":

executives	personnel	cafeterias
finance	medical	accounting
technical	professional	legal
advertising	credit	sales
collection		purchasing
	recordkeeping not related to production	
	force account construction	

Column 4   Production Worker Payroll:
Enter the total amount of pay earned during the entire pay period checked in Part C (weekly, etc.) for all production workers in column 3. Report pay *before* employee deductions for:

    FICA (Social Security)
    unemployment insurance
    health insurance
    pensions or pay deferral plans (401K plans)
    Federal, State, and local income taxes
    bonds
    union dues

Include pay for:	**Exclude:**
* bonuses paid each pay period	* bonuses not paid each pay period
overtime	* lump sum payments
holidays	* retroactive pay
vacations	annual pay for unused leave
sick leave	payments-in-kind
other paid leave	pay advances, such as
incentive pay	vacation pay advances
commissions paid at least monthly	

Column 5   Production Worker Hours:
Enter the total number of hours paid for during the entire pay period checked in part C (weekly, etc.) for all production workers in column 3. Do not convert overtime or other premium hours to straight-time equivalent hours. "Hours paid for" is the sum of :

1. Hours worked, including overtime hours
2. Hours paid for portal-to-portal, stand-by, or reporting time
3. Hours not worked, but for which pay was received directly from the firm. Included are holidays, vacations, sick leave, or other paid leave.

E. Your Comments. Check the box which best indicates the reason for significant changes in employment (Emp), payroll (PR), or hours (Hrs). Circle the item(s) (Emp, PR, or Hrs) to which the comment applies. Please enter the comment code on the front of the form in Column 6.				Seasonal Increase = 01	Seasonal Decrease = 02	More business (expansion) = 03	Less business (contraction) = 04	Majority on paid vacation = 45	Majority on unpaid vacation = 46	More overtime = 27	Less overtime = 26	Longer scheduled work week = 41	Shorter scheduled work week = 40	Increase in % of lower paid workers = 22	Increase in % of higher paid workers = 23	Layoff = 07	Temporary shutdown = 09	Permanent Shutdown = 86	Strike = 08	Please write any other comments here. Your comments are important and are used to understand the economic meaning of the data.
JAN	Emp	PR	Hrs																	
FEB	Emp	PR	Hrs																	
MAR	Emp	PR	Hrs																	
APR	Emp	PR	Hrs																	
MAY	Emp	PR	Hrs																	
JUN	Emp	PR	Hrs																	
JUL	Emp	PR	Hrs																	
AUG	Emp	PR	Hrs																	
SEP	Emp	PR	Hrs																	
OCT	Emp	PR	Hrs																	
NOV	Emp	PR	Hrs																	
DEC	Emp	PR	Hrs																	

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